

AIRPORT PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Airport Planner classification exists is to perform professional planning and development work in the Airport Division of the Transportation Department. This classification does not supervise. Work is performed under general direction of the Airport Administrative Coordinator. The Airport Planner is distinguished from the Airport Specialist by the responsibility for environmental issues and development review for the areas surrounding the Scottsdale Airport.

ESSENTIAL FUNCTIONS

Prepares complex reports for airport development proposals, private hangar and building development adjacent to the airport, airpark taxi lanes, and proposed developed surrounding the airport for airspace protection.

Assists in writing stipulations for airport and airpark development.

Develops and maintains the GIS mapping and data attribution of all airport and airpark facilities, aircraft noise easements and flight paths. Prepares special project maps utilizing a variety of sources for information.

Maintains the airport master plan and FAR Part 150 Noise Compatibility plan. Revise and enforce ordinances for noise disclosure and airspace protection on an as needed basis.

Develops and maintains the airport environmental self-inspection and tenant education program to ensure compliance with environmental laws such as storm water runoff, dust control, and noise emissions.

Inspect airport and airpark facilities for compliance with environmental regulation. Coordinates with state and county environmental agencies and other city staff on airport environmental issues.

Prepares intergovernmental agreements with the FAA regarding flight paths and noise abatement procedures and enforces those agreements with the airport community.

Works with diverse community interest groups to keep them informed of important aviation events and issues. Addresses specific citizen inquires and correspondence promptly, accurately, and courteously.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Federal Aviation Administration (FAA) rules, regulations, and guidelines;
Principles, practices, and methods used in Urban Planning;
Development related issues and concerns;
Practical aspects of land use and zoning;
Aircraft operation and safety practices to be observed around aircraft.

Ability to:

Produce written documents with clearly organized thoughts using proper sentence construction, grammar and punctuation;

Comprehend and make inferences from written material;
Analyze problems and develop practical solutions;
Establish and maintain effective working relationships with airlines, tenants, Commission members, aircraft owners, pilots, fixed-based operators, and the general public;
Operate a computer and other standard office equipment using continuous and repetitive arm, hand and eye coordination;
Maintain regular and consistent attendance;
Must possess and maintain a valid Arizona driver's license without any violations in the last 39 months.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in Public Administration, Aviation or a related field and two years of airport planning experience. .

FLSA Status: Exempt

HR Ordinance Status: Unclassified